



LAUNDRY MANAGER

Characteristics of Work

This is responsible supervisory and managerial work in the operation of a large institutional laundry or acting as assistant manager in one of the larger laundries. Incumbents in this classification are involved in the formulation and maintenance of effective methods and techniques of conducting quantitative and qualitative controls over laundry functions entailing a large volume of production. The work includes responsibility for inventory controls and budgetary expenditures, preparation of reports pertaining to costs and disbursements, and directing various phases of operations in a laundry. The work is performed under general supervision of an administrative superior, although incumbents are accountable for all functional aspects of the work. Supervision is exercised over subordinate laundry employees, patients, students, or inmate helpers, either directly or through unit supervisors in the various departments.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Requisitions or recommends needed supplies to the manager.

Makes adjustments and minor repairs to equipment.

Instructs employees and patient-workers in their duties and trains them in the proper laundering and finishing techniques.

Supervises pickup, processing, and delivery of all student and departmental laundry.

Helps select and train new personnel for the department.

Schedules the work of laundry staff and plans collection and delivery routes.

Maintains necessary records and prepares budget estimates.

Performs related or similar duties as required or assigned.

Essential Functions

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Maintains and repairs all equipment located in the laundry.
2. Supervises subordinates and organizes work functions.
3. Performs budgetary expenditures and prepares reports pertaining to costs and disbursements.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SME's) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job-related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Moderate Work: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Accommodation: Ability to adjust focus.

Color Vision: Ability to identify colors.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Motor Coordination:

While performing the duties of this job, the incumbent is regularly required to sit, use hands to finger, handle or feel objects, tools or controls, and reach with hands and arms. The incumbent is frequently required to stand and walk. The incumbent is occasionally required to climb or balance and stoop, kneel, crouch, or bend.

Educational/Experience Requirements:

Education:

Graduation from a standard four-year high school or equivalent (GED),

AND

Experience:

Two (2) years of experience in work related to the above-described duties.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.